

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1 REQUISITION NO  
HR-12-337  
123092

PAGE 1 OF 10

2 CONTRACT NO  
NRC-38-10-723A

3 AWARD/EFFECTIVE DATE  
9/24/2012

4 ORDER NO  
NRC-HQ-12-T-38-0008

5 SOLICITATION NUMBER

6 SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL:

a NAME

b TELEPHONE NO (No Collect Calls)

8 OFFER DUE DATE/LOCAL TIME

9 ISSUED BY  
U.S. Nuclear Regulatory Commission  
Div. of Contracts  
Attn: Rob Robinson, (301) 492-3693  
Mail Stop: TWB-01-B10M  
Washington, DC 20555

CODE 3100

10 THIS ACQUISITION IS

☐ UNRESTRICTED OR ☒ SET ASIDE: 100 % FOR:

☐ SMALL BUSINESS

☐ WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 611430

☐ HUBZONE SMALL BUSINESS

☐ EDWOSB

☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS ☒ (SBA)

SIZE STANDARD: \$7 Million

11 DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED

☒ SEE SCHEDULE

12 DISCOUNT TERMS

13a THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

☐

13b RATING  
N/A

14 METHOD OF SOLICITATION

☐ RFQ ☐ IFB ☐ RFP

15 DELIVER TO

U.S. Nuclear Regulatory Commission

Washington DC 20555

16 ADMINISTERED BY

U.S. Nuclear Regulatory Commission  
Div. of Contracts  
Mail Stop: TWB-01-B10M  
Washington, DC 20555

CODE 3100

17a CONTRACTOR/OFFEROR

SUNTIVA, LLC  
SUNTIVA EXECUTIVE CONSULTING

7600 LEESBURG PIKE STE 440E

FALLS CHURCH VA 220432004

18a PAYMENT WILL BE MADE BY

Department of Interior / NBC  
NRCPayments NBCDenver@NBC.gov  
Attn: Fiscal Services Branch - D2770  
7301 W. Mansfield Avenue  
Denver CO 80235-2230

CODE 3100

TELEPHONE NO

DUNS 167032239

PHONE

FAX

☐ 17b CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED

☐ SEE ADDENDUM

19 ITEM NO	20 SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
	<p>This Task Order is issued under the base contract NRC-38-10-723A - "Organization Development Intervention." The purpose of this Task Order is to provide Executive Coaching to NRC clients.</p> <p>Task Order Period of Performance: 9/24/2012 - 9/23/2013 Total Task Order Amount: \$30,257.10</p> <p>SBA#: 0353/10/007890</p> <p>See attached pages for additional terms and conditions and detailed statement of work.</p>				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25 ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page

B&R#: 2012-84-51-H-192; Job Code: T8477; BOC: 252A

Appro. #: 31X0200; Amount Obligated: \$16,827.00

DUNS#: 167032239; NAICS Code: 611430; APP-12-6674

26 TOTAL AWARD AMOUNT (For Govt. Use Only)

NTE \$30,257.10

27a SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4 FAR 52.212-3 AND 52.212-5 ARE ATTACHED ADDENDA

ARE ARE NOT ATTACHED

27b CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4 FAR 52.212-5 IS ATTACHED ADDENDA

ARE ARE NOT ATTACHED

28 CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED

29 AWARD OF CONTRACT: REF OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS.

30a SIGNATURE OF OFFEROR/CONTRACTOR

31a UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b NAME AND TITLE OF SIGNER (TYPE OR PRINT)

31b NAME OF CONTRACTING OFFICER (TYPE OR PRINT)

30c DATE SIGNED

31c DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV 2/2012)  
Prescribed by GSA - FAR (48 CFR) 53.212

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

SEP 26 2012

ADM002

## **Table of Contents**

### **SECTION A**

A.1 PRICE/COST SCHEDULE.....	1
------------------------------	---

### **TASK ORDER TERMS AND CONDITIONS**

A.2 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011).....	1
A.3 STATEMENT OF WORK.....	1
A.4 PROCESS FOR COORDINATING COACH INTERVENTIONS.....	3
A.5 BILLING INSTRUCTIONS FOR LABOR HOUR/TIME AND MATERIALS TYPE CONTRACTS (AUG 2011).....	3

**A.1 PRICE/COST SCHEDULE**

ITEM NO.	DESCRIPTION OF SUPPLIES/SVCS	QTY	UNIT	UNIT PRICE	AMOUNT
0001	Coach Staff and Managers (Senior Executive Consultant)				
0002	Program Management (Senior Executive Consultant)				
0003	Project Management (Principal Consultant)				
GRAND TOTAL ---					<u>\$30,257.10</u> =====

**TASK ORDER TERMS AND CONDITIONS**

NOT SPECIFIED IN THE CONTRACT

**A.2 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)**

This order shall commence on September 24, 2012 and will expire on September 23, 2013.

**A.3 STATEMENT OF WORK****Background**

Significant changes are taking place internally and externally that have placed a number of burdens on both staff as well as executive and management staff. As a result, NRC leadership anticipates that managers and leaders will request coaching services in various increments, over the next 12 months. NRC requests that Suntiva provide up to 110 hours of executive and manager coaching over the next 12 months in various increments upon the Contracting Officer's Representative's (COR) request. Appropriate coach preparation time will be built into each request for coaching services. An example of a request would be as follows:

"Please provide six coaching sessions at 1 hour each for (client name). X number of prep hours are provided to enable the coach to support the NRC coaching client effectively. The manager wants to improve his/her leadership skills."

The Suntiva OD Service Contract Director must meet with the coaching client to assess what they want to work on, and have them complete the coaching intake form. This enables the Suntiva Director to identify the best coach to meet the client's needs. The Suntiva OD Services Contract Director or Project Manager will be in charge of providing appropriate resumes of potential coaches to the NRC OD Program Office to forward to the client.

Once the client decides which coach to work with and the COR notifies Suntiva, Suntiva is responsible for arranging the coaches' travel and other logistical matters. Also, Suntiva may need to consult further with the COR to ensure that:

- o The appropriate number of coaching hours have been allocated; and
- o There is a correct fit between coach and client. (Total: 10 hours)

All coaching interventions shall include one additional hour (to the coaching hours) for identifying goals, ensuring common expectations and coach fit. If the client believes that the coach does not fit his needs, he/she will notify the COR and the Suntiva project director will replace the coach. In addition to providing up to 110 hours of coaching, Suntiva will also provide administrative services in conjunction with each coaching intervention. See attached administrative protocols. (10 hours).

**The period of performance is:** September 24, 2012 – September 23, 2013. This period of performance is subject to hourly rates for Option Year 2. The total estimated cost for this Task Order is \$30,257.10. Suntiva, Inc. shall not exceed the amount of \$30,257.10 without prior authority from the Contracting Officer, which would require a modification to this Task Order. Please see the table of estimated costs, which shows a detailed breakdown of the projected level of effort and hourly rates.

#### Estimated Costs

CONTRACT LABOR CATEGORY	LEVEL OF EFFORT	LABOR HOUR RATE (OPTION YEAR 2)	TOTAL
Coach Staff and Managers			
Program Management			
Project Management			
<b>TOTAL</b>			<b>\$30,257.10</b>

**A.4 PROCESS FOR COORDINATING COACH INTERVENTIONS**

1. The COR shall send a request for a specified number of coaching hours to include appropriate coach preparation time for a NRC leader or manager to the Suntiva NRC OD contract Program Director (PD), in writing (via email or in a memorandum).
2. The PD must meet with the client to discuss what they wish to accomplish through coaching and to identify the best coach fit for each client. Suntiva must forward several resumes to the COR, which are to be provided to the client. The client must choose a coach among the resumes provided or request additional resumes.
3. Once the client chooses a coach and the COR notifies Suntiva, a Suntiva administrative assistant must contact the client's administrative assistant and schedule a kick off meeting between the newly assigned coach and his/her client.
4. All initial coaching sessions must be scheduled (put on the calendar) within 3 days after the client notifies the COR of his/her coach choice from the resumes Suntiva provided.
5. After the initial meeting, the coach and client must be responsible for scheduling the remaining meetings. All coaching sessions shall take place within a 2 month period of the initial meeting.
6. Suntiva, in coordination with client's administrative staff, must track the coaching schedule and attendance and notify the Suntiva PD if there are any concerns about the timing or scheduling or level of client/coach participation (attendance) of any sessions. The Suntiva administrative assistant must develop and keep a current chart that documents the client/coaches' schedule and attendance.
7. On a bi-monthly basis, the PD must provide the COR with a current chart of the scheduled coaching sessions and attendance record. The COR may request the chart at other times during the month to respond to the HRTD Chief Learning Officer's request.
8. At the close of each coaching intervention<sup>1</sup>, the Suntiva PD must provide a written report that identifies, in broad terms, while also protecting coach/client confidentiality, outcomes of the coaching intervention and the client's next steps.
9. Requests for additional coaching hours will come from the client to the COR. Suntiva coaches are not permitted to advocate for additional hours and must develop coaching goals that can be completed within the timeframe designated in the original request.
10. All coaches must have the required education and experience levels as outlined in the OD Services contract: NRC-38-10-723A. The coach must also have experience interpreting an OPM 360 assessment if the client plans to use his/her 360 assessment as part of the coaching effort and he/she chooses to share the 360 with his/her client.

**A.5 BILLING INSTRUCTIONS FOR LABOR HOUR/TIME AND MATERIALS TYPE CONTRACTS (JULY 2011)**

**General:** During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of data within the Central Contractor Registration (CCR) database and for any liability resulting from the Government's reliance on inaccurate or incomplete CCR data.

---

<sup>1</sup> All of the coaching sessions designated for that client

The contractor shall prepare invoices/vouchers for reimbursement of costs in the manner and format described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

**Standard Forms:** Claims shall be submitted on the payee's letterhead, invoice/voucher, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet."

**Electronic Invoice/Voucher Submissions:** The preferred method of submitting vouchers/invoices is electronically to the U.S. Department of the Interior's National Business Center, via email to: [NRCPayments.NBCDenver@NBC.gov](mailto:NRCPayments.NBCDenver@NBC.gov).

**Hard-Copy Invoice/Voucher Submissions:** If you submit a hard-copy of the invoice/voucher, a signed original and supporting documentation shall be submitted to the following address:

Department of the Interior  
National Business Center  
Attn: Fiscal Services Branch - D2770  
7301 West Mansfield Avenue  
Denver, CO 80235-2230

**Purchase of Capital Property:** (\$50,000 or more with life of one year or longer)

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD) 13.1, IV, C – "Reporting Requirements" (revised 2/16/2011).

**Agency Payment Office:** Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26, or Block 25 of the Standard Form 33, whichever is applicable.

**Frequency:** The contractor shall submit claims for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

**Format:** Invoices/Vouchers shall be submitted in the format depicted on the attached sample form entitled "Invoice/Voucher for Purchases and Services Other Than Personal". Alternate formats are permissible only if they address all requirements of the Billing Instructions. The instructions for preparation and itemization of the invoice/voucher are included with the sample form.

**Task Order Contracts:** The contractor must submit a separate invoice/voucher for each individual task order with detailed cost information. This includes all applicable cost elements and other items discussed in paragraphs (a) through (q) of the attached instructions. In addition, the invoice/voucher must specify the contract number, and the NRC-assigned task/delivery order number.

**Billing of Costs after Expiration of Contract:** If costs are incurred during the contract period and claimed after the contract has expired, you must cite the period during which these costs were incurred. To be considered a proper expiration invoice/voucher, the contractor shall clearly mark it "EXPIRATION INVOICE" or "EXPIRATION VOUCHER".

Final invoices/vouchers shall be marked "FINAL INVOICE" or "FINAL VOUCHER".

**Currency:** Invoices/Vouchers must be expressed in U.S. Dollars.

Supersession: These instructions supersede previous Billing Instructions for Labor Hour/Time and Materials Type Contracts (June 2008).

**INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL  
(SAMPLE FORMAT - COVER SHEET)**

Department of the Interior  
National Business Center  
Attn: Fiscal Services Branch - D2770  
7301 West Mansfield Avenue  
Denver, CO 80235-2230

**2. Invoice/Voucher Information**

- a. Payee's DUNS Number or DUNS+4. The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
- b. Payee's Name and Address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
- c. Contract Number. Insert the NRC contract number (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Governmentwide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.
- d. Task Order Number. Insert the task/delivery order number (If Applicable). **Do not include more than one task order per invoice or the invoice may be rejected as improper.**
- e. Invoice/Voucher. The appropriate sequential number of the invoice/voucher, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.
- f. Date of Invoice/Voucher. Insert the date the invoice/voucher is prepared.
- g. Billing period. Insert the beginning and ending dates (day, month, year) of the period during which costs were incurred and for which reimbursement is requested.
- h. Labor Hours Expended. Provide a general summary description of the services performed and associated labor hours utilized during the invoice period. Specify the Contract Line Item Number (CLIN) or SubCLIN, as applicable, and information pertaining to the contract's labor categories/positions, and corresponding authorized hours.
- i. Property. For contractor acquired property, list each item with an initial acquisition cost of \$50,000 or more and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.

- j. Shipping. Insert weight and zone of shipment, if shipped by parcel post.
- k. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- l. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.
- m. For Indefinite Delivery contracts, the final invoice/voucher shall be marked "FINAL INVOICE" or "FINAL VOUCHER".
- n. Direct Costs. Insert the amount billed for the following cost elements, adjustments, suspensions, and total amounts, for both the current billing period and for the cumulative period (from contract inception to end date of this billing period).

(1) Direct (Burdened) Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized, including a burden (or load) for indirect costs (i.e., fringe, overhead, General and Administrative, as applicable), and profit component, as follows:

<u>Labor</u> <u>Category</u>	<u>Hours</u> <u>Billed</u>	<u>Burdened</u> <u>Hourly Rate</u>	<u>Total</u>	<u>Cumulative</u> <u>Hours Billed</u>
---------------------------------	-------------------------------	---------------------------------------	--------------	--

(2) Contractor-acquired property (\$50,000 or more). List each item costing \$50,000 or more and having a life expectancy of more than one year. List only those items of equipment for which reimbursement is requested. For each such item, list the following (as applicable): (a) an item description, (b) manufacturer, (c) model number, (d) serial number, (e) acquisition cost, (f) date of purchase, and (g) a copy of the purchasing document.

(3) Contractor-acquired property (under \$50,000), Materials, and Supplies. These are equipment other than that described in (2) above, plus consumable materials and supplies. List by category. List items valued at \$1,000 or more separately. Provide the item number for each piece of equipment valued at \$1,000 or more.

(4) Materials Handling Fee. Indirect costs allocated to direct materials in accordance the contractor's usual accounting procedures.

(5) Consultant Fee. The supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval (if not specifically approved in the original contract).

(6) Travel. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>	<u>Destination</u>	<u>Costs</u>
From To	From To	\$

(Must include separate detailed costs for airfare, per diem, and other transportation expenses. All costs must be adequately supported by copies of receipts or other documentation.)

(7) Subcontracts. Include separate detailed breakdown of all costs paid to approved subcontractors during the billing period.

o. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.

p. Adjustments. Insert columns for any adjustments, including outstanding suspensions for unsupported or unauthorized hours or costs, for the current and cumulative periods.



q. Grand Totals.**3. Sample Invoice/Voucher Information**Sample Invoice/Voucher Information (Supporting Documentation must be attached)

This invoice/voucher represents reimbursable costs for the billing period from \_\_\_\_\_ through \_\_\_\_\_.

<u>Amount Billed</u>		<u>Current Period</u>	<u>Cumulative</u>
<b>(a) <u>Direct Costs</u></b>			
(1)	Direct burdened labor	\$ _____	\$ _____
(2)	Government property (\$50,000 or more)	\$ _____	\$ _____
(3)	Government property, Materials, and Supplies (under \$50,000 per item)	\$ _____	\$ _____
(4)	Materials Handling Fee	\$ _____	\$ _____
(5)	Consultants Fee	\$ _____	\$ _____
(6)	Travel	\$ _____	\$ _____
(7)	Subcontracts	\$ _____	\$ _____
Total Direct Costs:		\$ _____	\$ _____
Total Amount Billed		\$ _____	\$ _____
Adjustments (+/-)		\$ _____	\$ _____
Grand Total		\$ _____	\$ _____

(The invoice/voucher format provided above must include information similar to that included below in the following to ensure accuracy and completeness.)

**SAMPLE SUPPORTING INFORMATION**

The budget information provided below is for format purposes only and is illustrative.

Cost Elements:1) Direct Burdened Labor - \$4,800

<u>Hours Category</u>	<u>Burdened Billed</u>	<u>Rate</u>	<u>Cumulative Total</u>	<u>Labor Hours Billed</u>
Senior Engineer I	100	\$28.00	\$2,800	975
Engineer	50	\$20.00	\$1,000	465
Computer Analyst	100	\$10.00	\$1,000	320
			\$4,800	1,760 hrs.

*Burdened labor rates must come directly from the contract.*2) Government-furnished and contractor-acquired property (\$50,000 or more) - \$60,000

Prototype Spectrometer - item number 1000-01 = \$60,000

Government-furnished and contractor-acquired property (under \$50,000), Materials, and Supplies - \$2,000

10 Radon tubes @ \$110.00 = \$1,100  
 6 Pairs Electrostatic gloves @ \$150.00 = \$ 900  
 \$2,000

4) Materials Handling Fee - \$40

(2% of \$2,000 in item #3)

5) Consultants' Fee - \$100

Dr. Carney - 1 hour fully-burdened @ \$100 = \$100

6) Travel - \$2,640

(i) Airfare: (2 Roundtrip trips for 1 person @ \$300 per r/t ticket)

<u>Start Date</u>	<u>End Date</u>	<u>Days</u>	<u>From</u>	<u>To</u>	<u>Cost</u>
4/1/2011	4/7/2011	7	Philadelphia, PA	Wash, D.C.	\$300
7/1/2011	7/8/2011	8	Philadelphia, PA	Wash, D.C.	\$300

(ii) Per Diem: \$136/day x 15 days = \$2,040

7) Subcontracting - \$30,000

Company A = \$10,000  
 Company B = \$20,000  
 \$30,000

(EX: Subcontracts for Companies A & B were consented to by the Contracting Officer by letter dated 6/15/2011.)

\$99,580  
 - 0  
 \$99,580

#### 4. Definitions

Material handling costs. When included as part of material costs, material handling costs shall include only costs clearly excluded from the labor-hour rate. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures.